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# NASA Procedural Requirements

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**Subject: NASA Equipment Management Manual****Responsible Office: Logistics Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#)  
[| AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |**APPENDIX A****DEFINITION OF TERMS**

**Administrative Property** - Property that is not specifically scientific or technical in nature, or equipment that is being used primarily for administrative purposes.

**Agency-Peculiar Property** - As set forth in the FAR Subpart 45.301, personal property that is peculiar to aeronautical and space programs of NASA, and is not otherwise included in the categories of property set forth in FAR Subpart 45.101. It includes such items as aircraft, engines, space vehicles, and other similar components and related support equipment furnished for use as a standard or model to establish equipment compatibility, or for such other similar reasons as may be determined by the contracting officer.

**Note:** This definition applies to contractor-held property so classified for contract purposes. Upon transfer or delivery to the Government, it becomes equipment or material. If such property is later provided to a contractor, it is again considered to be Agency-peculiar property.

**Auxiliary or Accessorial ADP Equipment** - Auxiliary or accessorial ADP equipment includes plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

**Borrows** - Term used to differentiate internal loans between custodians at the same Center or between Centers from external loans within NEMS.

**Calibration** - The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.

**Cannibalization** - The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item.

**Capital Equipment** - An item of equipment with an acquisition cost of \$5,000 or more that has an estimated service life of 2 years or more, that will not be consumed in an experiment, and that most generally will be identified as an independently operable item.

**Centrally Reportable Equipment** - Plant equipment, special test equipment including components, special tooling, and nonflight space property, including ground support equipment that is (1) generally commercially available and used as a separate item or component of a system, and (2) is valued at \$1,000 or more, and (3) is identifiable by a manufacturer and model number.

**Collateral Equipment** - Encompasses building type equipment, built-in equipment, and large, substantially affixed equipment or property, and is normally acquired and installed as a part of a facility project. It includes the following:

(1) **Building-Type Equipment** - Equipment that is normally required to make a facility useful and operable. It is built in or affixed to the facility in such a manner that removal would impair the usefulness, safety, or environment of the facility. Such

equipment includes elevators; heating, ventilating, and air-conditioning systems; transformers; and compressors and other like items generally accepted as being an inherent part of a building or structure and essential to its utility. It also includes general building systems and subsystems such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

(2) Built-in or Large, Substantially Affixed Equipment or Property - The unit of equipment or property of any type other than building type equipment that is built in, affixed to, or installed in real property in such a manner that the Center cost, including special foundations or unique utility services, or facility restoration work required after its removal, exceeds \$100,000.

NOTE: For capitalization purposes, the costs and Center of the above equipment are generally included in the real property accounts. However, the cost of affixed equipment classified as personal property upon completion of a project will be recorded as such if it otherwise meets the capitalization criteria in FMM 9250-32.

Component Equipment Item - An item of equipment that is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

Condition Code - A code assigned to indicate the physical condition and usability of equipment.

Contract Number - A unique identifier assigned to each NASA Contract, pursuant to the NASA FAR Supplement 1804.702.

Contracting Officer - Any person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings .

Contracting Officer Technical Representative - An authorized representative of a contracting officer, acting within the limits of his/her authority.

Contractor-Acquired Equipment - Equipment procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Government.

Contractor Inventory Redistribution System (CIRS) - A system through which property no longer needed by DOD contractors is made available for reuse.

Controlled Equipment - All equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost less than \$1,000 that are designated, and identified as sensitive by the holding Center.

Custodial Records - Written memoranda or identifying checks of any description or type used to control items of equipment such as requisitions, NASA Form 1602, transaction documents, tool checks, stock record books or, machine records.

Disposal - The disposition of surplus personal property that is surplus through donation, sale, abandonment, or destruction.

Duplicate Records - An Equipment Control Number (ECN) held accountable by two different sub-Center codes in the NEMS central data base at the same time.

Entry Reference Number - A unique control number generated by NEMS for each transaction input to NEMS.

Equipment - An item of real or personal property, generally in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$100, that may perform a function independently or in conjunction with other equipment or components.

Equipment Control - The maintenance of records or documents of equipment transactions that provide information such as item identification number, description, and current physical location.

Equipment Control Number - The identification number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

Equipment Control Number Register - A written record of the assignment of Equipment Control Numbers.

Equipment Found on Station - Any equipment meeting the criteria for control for which formal accountability has not been established.

Equipment Pool - The collection, at a central point, of equipment under control for issue to individuals or organizations.

Equipment Record - A record maintained by the Supply and Equipment Management Officer that provides selected information about each item of controlled equipment.

Equipment Reutilization Screening - The examination of existing equipment documentation for the purpose of fulfilling equipment requirement through reassignment.

Equipment Systems - Assemblies of component equipment items designed and operated to accomplish specific functions.

Equipment Utilization Program - A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

Excess Turn-In (see NASA Excess) - Personal property determined unnecessary to the need and discharge of the holding

organization and, therefore, returned to the property organization for reutilization or disposal.

Fabricated Item - Personal property that is manufactured for, or constructed by, the using organization. Fabricated items meeting the controlled equipment criteria will be controlled.

Facilities Contract - Pursuant to NASA FAR Supplement 45.301, a contract under which Government Facilities are provided to a contractor or subcontractor by the Government for use in connection with performing one or more related contracts for supplies or services. It is used occasionally to provide special tooling or special test equipment. Facilities contracts may take the form of a "facilities acquisition contract," "facilities use contract," or "consolidated facilities contract."

Federal Disposal System - A replacement of FSS-23 - The GSA Excess and Surplus Personal Property Disposal System. FSS-23 was implemented in 1975 as a computer system to track and control General Service Administration's Nationwide inventory of reportable excess and surplus property.

Federal Supply Class (FSC) - A 4-digit property identification code describing commodity classification. See Federal Cataloging Handbook H2 series.

Fixed Assets - Assets of a permanent character having a continuing value such as land, buildings, and other structures and facilities, including collateral and non-collateral equipment meeting the criteria for capitalization.

Freeze Number - A uniquely assigned 10-digit number generated by the NEMS control data base, verifying the availability of an item for transfer.

Government-Furnished Equipment - Equipment furnished to a contractor, or acquired by the contractor, as in Contractor-Acquired Equipment.

Leased Equipment - Equipment that has been conveyed by or to NASA by contract for a certain time period in consideration of payment of rental fee.

Loaned Equipment - Equipment in temporary use by other than the accountable organization.

Maintenance and Repair of Equipment - Recurring day to day, periodic, or scheduled activity required to keep equipment in working condition, or to resolve it or its components to a condition substantially equivalent to its original designed capacity and efficiency.

Manufacturer's Model Number - The identification of a single type of item of a manufacturer's product line.

Modification - A basic or functional change made to an equipment item to give a new orientation or to serve a new purpose.

NASA Excess - Personal property that is determined to be unnecessary to the needs and discharge of the responsibilities of all NASA Centers.

NASA FAR Supplement - A document that, with the Federal Acquisition Regulation (FAR), establishes uniform policies and procedures relating to the procurement of property and services. The NASA FAR Supplement applies to all purchases and contracts made by NASA for property and services that obligate appropriated funds.

NEMS Central Data Base (CDB) - Provides equipment visibility for screening and redistributing NASA equipment valued at \$1,000 or more and locates specific equipment items or data for managerial purposes. The NEMS central data base is comprised of each Center's NEMS data base. Centers submit NEMS transactions processed on a daily basis to the NEMS central data base for update. The NEMS central data base tracks transfers, provides screening and ad hoc inquiry functions, and produces management reports as requested.

NEMS Configuration Control Board - A permanent technical control group that is responsible for maintaining NEMS configuration control. Membership is comprised of a representative from each Center and NASA Headquarters. The Board Chairperson convenes the group as necessary.

NEMS Control - That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports. See Transaction Document.

NEMS Equipment Manager - The key individual(s) within the Center equipment management organization interfacing with the property custodians and equipment users. Maintains and controls equipment records and assists custodians and users in property procedures for and documentation of equipment actions.

National Asset - Equipment may be classified as a national asset and be retained by the Center in an inactive status, provided the item is of special purpose in nature, costly in its design and development, one of a kind or nationally scarce, or its reuse potential warrants retention, even though a firm future requirement does not exist.

Noncapital, Nonsensitive Controlled Equipment - Items with an acquisition cost between \$1,000 and \$4,999 and not identified as sensitive items.

Noncollateral Equipment - Noncollateral equipment imparts to the facility or test apparatus its particular character at the time, e.g., furniture in an office building, laboratory equipment in a laboratory, test equipment in a test stand, machine tools in a manufacturing facility, computer in a building useful or operable (as structure or building). Such equipment, when acquired and

used in a facility or a test apparatus, can be severed and removed after erection on Center, without substantial loss of value or damage thereto or to the premises where installed.

**Noncontrolled Equipment** - Items of equipment not designated as sensitive which have an acquisition cost of less than \$1,000.

**Nonreportable Property** - Excess personal property that does not meet the minimum requirements as specified in NPG 4300.1, NASA Personal Property Disposal Procedures and Guidelines.

**Personal Property** - Property of any kind, including equipment, materials, and supplies, but excluding real property.

**Plant Clearance** - All actions related to the screening, redistribution, and disposal of contractor inventory from a contractor's plant or work site. Contractor's plant includes a Government facility when contractor-operated.

**Plant Equipment** - Personal property of a capital nature, consisting of equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items but excluding special tooling and special test equipment that are used, or are capable of use, in the manufacturing of supplies, in the performance of services, or for any administrative or general plant purpose.  
Note: This definition applies only to contractor-held property so classified for contract purposes.

**Property Accountability** - A record of transactions, systematically maintained, which at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a Center or a contractor.

**Property Administrator** - An individual duly designated by the contracting officer to administer contract requirements and obligations relative to Government property. The Property Administrator is an authorized representative of the contracting officer. See NASA Far Supplement Subpart 18-45.72.

**Property Custodian** - An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

**Property Disposal Officer** - The official appointed by the Center Director who is responsible for managing the Center's screening, redistribution, and disposal functions.

**Property Management Area** - An area of property management responsibility by organization or by a geographic area, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control.

**Property Survey Board** - Composed of two or more members (with alternates as appropriate) and a chairperson, which will investigate and make recommendations to Division Directors and other appropriate Center officials concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value.

**Purchase Request or Purchase Order** - A document utilized to state requirement for, and to authorize purchase of, goods and services.

**Redistribution** - The reassignment of equipment for other use with appropriate transfer of accountability.

**Salvage** - Personal property that has some value in excess of its basic material content but that is in such condition that it has no reasonable prospect to use for any purpose as a unit (either by the holding or any other Federal agency) and its repair or rehabilitation estimated to cost in excess of 65 percent of acquisition cost would be considered "clearly impractical."

**SCREEN** - Screen by Computer and Request Excess by Electronic Notification (SCREEN) is an interactive, electronic bulletin board that allows Federal agencies to search, freeze, and request transfer of excess property.

**Sensitive Item** - An item of equipment that, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control. A sensitive item can be capital or noncapital equipment. Generally, sensitive items are controlled at an acquisition cost of \$100 or more.

**Shipping Document/Request for Shipping** - The authorization and acceptance document that accompanies equipment when it is being sent to another location.

**Spare** - An item peculiar to a system or end item and held in reserve.

**Special Test Equipment** - As set forth in the FAR Subpart 45.101, either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special-purpose testing in performing a contract. A testing unit consists of all electrical, electronic, hydraulic, pneumatic, mechanical, or other items or assemblies of equipment including standard or general-purpose items or components that are mechanically, electrically, or electronically interconnected so as to become a new functional entity, causing the individual item or items to become interdependent and essential in the performance of special-purpose testing in the development or production of particular supplies or services. The term "special test equipment" does not include the following: material, special tooling, buildings and nonseverable structures (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes.

Note: This definition applies only to contractor-held property so classified for contract purposes.

**Status Code** - A key to the relative availability of NEMS reportable equipment by codes, A (active), B (inactive assigned).

Surplus Personal Property - Personal property not required for the needs and the discharge of the responsibilities of all Federal agencies.

Survey Report - A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

Transaction - Each add, delete, or change to an equipment record in NEMS.

Transaction Control Document (NASA Form 1602) - The document generated by NEMS that controls property custodian equipment transactions after initial entry into the NEMS data base and that serves as the property custodian's detailed record for each assigned equipment item.

Unique Equipment - Specialized equipment items or equipment systems normally not commercially available that are identified as unique when the equipment becomes inactive.

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| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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